

Effective 7/1/2013 contractors will no longer be allowed to use client declaration of employment hours as Employment First participation. What process do we follow when the participant reports new employment or a change in employment to the contractor?

When a Participant Reports a New Job

1. Create WP-3 to DHHS giving details of employment as reported by the participant.
2. Request the participant provide an employer statement* within 5 days that includes **only**:
 - Name of Employer
 - Address and Phone Number of Employer
 - Start date of job
 - Hours scheduled to work
 - Signature and printed name of Employer representative with title
3. When verification is received, scan the verification to N-Focus-Work Requirements.
4. Document all activity since report of employment in narrative subheading of Employment.

OR

5. Create WP-3 to DHHS giving details of employment as reported by the participant.
6. Telephone the employer and request:
 - Name of Employer
 - Address and Phone Number of Employer
 - Start date of employment
 - Hours scheduled to work
7. If telephone verification is completed, narrate the above verified information in narrative subheading of Employment.

When a Participant Reports a Change in Employment Hours

1. Create WP-3 to DHHS giving details of employment as reported by the participant.
2. Request the participant provide an employer statement* within 5 days that includes **only**:
 - Name of Employer
 - Address and Phone Number of Employer
 - Start date of job/date of change
 - Hours scheduled to work
 - Signature and printed name of Employer representative with title
3. When verification is received, scan the verification to N-Focus-Work Requirements.
4. Document all activity since report of employment in narrative subheading of Employment.

OR

5. Create WP-3 to DHHS giving details of employment as reported by the participant.
6. Telephone the employer and request:
 - Name of Employer
 - Address and Phone Number of Employer
 - Start date of employment
 - Hours scheduled to work
7. If telephone verification is completed, narrate the above verified information in narrative subheading of Employment.

****You may provide the participant with the attached document to use in verifying employment. Please note: NO**

ADDITIONS CAN BE MADE TO THIS FORM. IT INCLUDES ONLY THOSE ITEMS THAT ARE TO BE VERIFIED BY THE CONTRACTORS.

Action if Unable to Verify Employment

If the participant is unable to provide an employer statement, and no contact can be made by telephone, you will write a service plan using the participant's declaration of employment hours. Service Plan narrative must include documentation as to why it was completed without verification of employment. Once verification is received, if the hours per week differ from declaration a new service plan must be developed.

Although you will have a service plan with declared hours of employment, no hours of participation can be reported until such time as verification of employment is available.



Employment Verification Document.docx